

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD**  
**MEETING**

**April 28, 2016**

**PRESENT:** Marvin Rucker, Pat Hickey, Jessica Nell, Lisa Van Donsel, Corrie Campbell, Pat Finder-Stone, Beth Relich, Barbara Robinson, Bev Bartlett, Larry Epstein, Lori Rasmussen

**EXCUSED:** Melanie Maczka

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Mary Schlautman, Holly Lorenz, Maria Corpus, Kitty Kaari, Larry Puzen

The meeting was called to order by Chairperson, Rucker at 8:39 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ADOPTIONS OF AGENDA:** Ms. Finder-Stone / Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF February 25, 2016:**

Mr. Epstein / Ms. Van Donsel moved to approve the minutes of February 25, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** Mr. Puzen, the Chairman of the Pulaski Housing Authority and Pulaski Commission on Aging, mentioned the current poor state of the parking lot at the Senior Center in Pulaski. Mr. Puzen would like to solicit companies to complete the repairs. Mr. Puzen asked to use the ADRC and its non-profit 501c3 status in order to collect contributions for repairs that would be tax deductible for donors. Ms. Bowers pointed out that there would be legal and contract ramifications surrounding fund raising as funds would need to be directed to the ADRC and would need to be dispersed by the ADRC. Ms. Christianson commented that this will involve much more conversation and voiced her wish to be able to collaborate. As a non-profit the ADRC does have restrictions on fund raising activities and staff time that would be used to support those efforts. We would have several legal matters to clarify prior to agreeing to this relationship. The ADRC rents the space at the current location that is owned by the Housing Authority. As a renter, we would not invest in capital improvements of another entity. Mr. Puzen stated his intention was not to fund raise but to directly ask companies to complete the work. Mr. Rucker explained this project would need to go directly through the ADRC and the options would need investigation before a project like this could move forward.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2016:**

Ms. Bowers referred to the 2016 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of March. Ms. Bowers reviewed In-Kind donations and total first quarter In-Kind dollars.

Ms. Relich / Ms. Van Donsel moved to approve the Finance Report – March 2015. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations for the month of March. Ms. Bowers shared that the ADRC paid two expenses out of the ADRC restricted donations.

Ms. Relich / Ms. Bartlett moved to approve the Restricted Donation Report. **MOTION CARRIED.**

## **EXECUTIVE AND FINANCE COMMITTEE REPORT MEETING APRIL 1, 2016:**

### **A. COMMITTEE REPORT AND RECOMMENDATIONS OF PRELIMINARY NET ASSET REPORT AND APPROVAL:**

- Ms. Christianson referred to three handouts with information regarding the Net Asset Report. Ms. Christianson explained the need for an Executive and Finance Committee Meeting on 4-1-2016 due to the cancellation of the March board meeting and the 2015 audit on April 6, 2016. Ms. Christianson explained that for the first time in a few years, the ADRC is starting the year with a deficit. Ms. Christianson pointed to the past year's challenges including family care, and unanticipated staff turn-over. Ms. Christianson reviewed the Net Asset report and a narrative document that she created to explain in laymen's terms the Net Asset Report. Ms. Christianson then reviewed with the full board each of categories of net asset funds within the report, how the funds are designated and the policy that impacts these funds. Ms. Christianson shared the total deficit amount and then shared the recommendation from the Executive and Finance Committee Meeting to pull funds from the Unrestricted: Assigned category of funds. This recommendation was outlined in a Board handout that included four options to assist the Board with their final decision. These options are to either reduce Unrestricted: Committed Funds that were previously committed by the ADRC to assure facility maintenance; reduce emergency funds within the Unrestricted: Assigned Funds; reduce the Unrestricted: Unassigned Funds set by policy for working capital; or reduction of programs/services. Some of the overall deficit is experienced due to the Classification and Compensation implementation that happened late in 2015 after the 2016 budget was passed and the notification of the increase in 85.21 funds that require additional match. Ms. Christianson explained that there are strategies that the ADRC can use to reduce those deficits in 2016 so the need to use Emergency Funds may be less than anticipated. Supervisor Campbell asked why the committee did not choose to reduce Unrestricted: Committed funds. Discussion ensued. Supervisor Campbell shared again her concern to pull from the emergency fund instead of reducing dollars committed for building repair and maintenance. Mr. Rucker shared that the committee felt this situation was a one-time situation and that because the emergency fund is unrestricted it would be easiest to move assets from this funding account and also to add funds back to it if we do not realize the entire deficit at the end of 2016. Supervisor Campbell feels that assets should be first taken from option one and reduce the unrestricted committed funds before taking from the emergency fund.

Larry Epstein / Pat Finder-Stone moved to accept recommendations of the Executive & Finance Committee. Supervisor Campbell did not agree. Following discussion a vote was taken:

Ayes: Rucker, Hickey, Nell, Van Donsel, Finder-Stone, Relich, Robinson, Bartlett, Epstein, Rasmussen

Nays: Campbell

Excused: Maczka

Total Ayes:	10	Total Nays:	1	Total Excused:	1
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**MOTION CARRIED.**

**NOMINATIONS AND HR COMMITTEE MEETING APRIL 14, 2016:**

#### **A. COMMITTEE REPORT AND RECOMMENDATIONS:**

- Mr. Rucker reviewed the content of the Nominations & HR Committee meeting regarding the need to replace board members and officers in 2017. Mr. Rucker discussed a concern that was shared at the committee meeting about the possible lack of male board members. Discussion ensued. Ms. Christianson explained the open categories for each chair and that Ms. Christianson will collect all the applications and will forward the applications to the committee members when she has them. Ms. Christianson welcomed Maria Corpus to the meeting as a potential board member to replace Mr. Fierros's seat. Ms. Christianson reported that Ms. Finder-Stone stepped forward and was approved by the committee to participate as a member of the Nominations and Human Resource Committee. Ms. Christianson also highlighted the committee's approval of two organizational chart changes. Ms. Robinson requested, for future board member vacancies, the ADRC begin by posting an article in the AddLife newsletter, when looking for persons interested in becoming an ADRC Board of Directors member.

Mr. Epstein / Ms. Van Donsel moved to accept recommendations of the Nominations and HR Committee. **MOTION CARRIED.**

#### **STAFF REPORT: I&A UNIT AND IN-HOME WORKER PROGRAM:**

- Mary Schlautman referred to a handout and provided an overview of Information & Assistance intake calls to the agency and Nursing Home Relocation Referrals. Ms. Schlautman discussed the wait list numbers and the expectation to remove approximately 20 people off of the waitlist every month. Ms. Campbell inquired if this information is shared with Human Services Committee and full County Board and said it would be a good idea to do so. Ms. Schlautman also highlighted that they are enrolling approximately 37 consumers into Family Care per month. Supervisor Campbell explained it would be helpful to begin to communicate the numbers of the people coming off the wait list each month to the County Board. Supervisor Campbell also explained the importance of sharing some success stories of the individuals helped by the ADRC and Family Care. Questions and discussion ensued regarding the wait list. Ms. Schlautman then reviewed the hand out regarding the wait list statistics.
- Holly Lorenz has been the In-Home Worker coordinator for the past 10 years. Ms. Lorenz shared a success story of a situation where she was able to connect a family with a caregiver that kept the family member in his home and the impact it had. Ms. Lorenz shared with the board her role and how it assists people in staying in their home longer. Ms. Lorenz also mentioned the In-Home Worker program is often the entry point of consumers to the ADRC and its role in helping customers access other services. Ms. Robinson commented that this program is very unique and is only here in Brown County. Mr. Rucker and Mr. Epstein, both see the value of the program, did mention potential liability risk to the ADRC. Ms. Christianson responded that Corporation Counsel has reviewed the program multiple times in our history and we have been advised that this is a "matching" program, not an employment program, that our risk is very low. This program fills a gap in the community, works not to duplicate other services, and is a gateway program for the ADRC. Ms. Christianson and the board thanked Ms. Schlautman and Ms. Lorenz for their work.

#### **DIRECTORS REPORT:**

##### **A. POLICY REVIEW-MONETARY RECEIPTS, DISBURSEMENTS AND DEPOSITS, PETTY CASH FUND POLICY:**

- Ms. Christianson explained these policies have been reviewed by the Brown County auditor and reflect the current practice of handling petty cash and monetary receipts, disbursements and deposits. This policy was updated to reflect the ADRC's practice of accepting credit card

payment electronically. Ms. Christianson shared that there will be more requirements for documentation of financial policies and they will be brought to the board for approval as they are written.

Sup. Campbell / Ms. Rasmussen moved to approve Monetary Receipts, Disbursements and Deposits and Petty Cash Fund Policy. **MOTION CARRIED.**

Mr. Epstein asked that the date on the policy should include the date and month of approval of the policy rather than just the month.

Sup. Campbell / Ms. Rasmussen moved to approve an amended Monetary Receipts, Disbursements and Deposits and Petty Cash Fund Policy to include the approval date and month. **MOTION CARRIED.**

**B. OLDER AMERICANS ACT REAUTHORIZATION:**

- Ms. Christianson shared good news. The Older American's Act was re-authorized again on April 19, 2016.

**C. OLDER AMERICAN'S MONTH AND ADRC MONTH:**

- Ms. Christianson communicated the governor has also proclaimed that the month of May is ADRC month. This is highlighted in the May addition of the AddLife Newsletter.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

- Supervisor Campbell shared that Brown County is facilitating a new T.V. channel in the lower tier on Time Warner that will also run parallel with other social media outlets. The County can program the channel 24/7 and Sup. Campbell suggested sharing ADRC information and events on the channel. Ms. Christianson said she has been approached and we have begun to send materials to the contact at the County. .
- Ms. Christianson reminded the board about the email sent by Ms. Willems to the board offering to join one of two conference calls to provide input regarding the responsibilities of the ADRC Governing Boards. The findings report from this input will be sent to the Joint Finance Committee. Ms. Christianson also reminded the board that she had also shared some talking points to assist the board and is available for any additional help or discussion if it would be helpful. Ms. Christianson also stressed this opportunity for stressing the boards roll in advocacy for our consumers and this is an opportunity to share how much this board matters to the community. Ms. Finder-Stone commented on the importance of getting in touch with one's Representatives whenever there is the opportunity.
- Ms. Finder-Stone shared that she has been appointed by Governor Walker to the Selective Service Board in Madison.

**NEXT MEETING** – May 26, 2016 at the Aging & Disability Resource Center.

**ADJOURN:**

Ms. Relich / Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:50 a.m.

Respectfully Submitted,  
Kristin Willems, Administrative Specialist